

CLASSIFIED PERSONNEL

DIRECTOR OF TECHNOLOGY PROJECT MANAGEMENT

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Chief Facilities Officer as part of the District's bond construction projects, the job of Director of Technology Project Management is done to ensure efficient planning and delivery of newly acquired technology resources for users of District's technology; to assist in planning and project implementation as assigned; and to oversee as assigned the work of planning staff and other essential job-related work as required.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Director of Technology Project Management is a single-position management classification responsible for providing program coordination, direction and leadership of the planning and implementation of the technological infrastructure necessary to ensure ongoing utilization of relevant, emerging technologies essential to the educational goals and business support programs of the District. This includes coordinating with architects and construction engineers and contractors during all phases of project development and implementation related to such technology infrastructure

ESSENTIAL JOB FUNCTIONS

- In coordination with the Chief Facilities Officer and the Director of Planning Services, develops technology and communications infrastructure plans for the construction of new facilities and/or the modernization of existing facilities, working with contractors, vendors and the appropriate governmental agencies to expedite the delivery of the technologies to the District.
- Consults with District personnel to coordinate input as it pertains to classroom design of computer and emerging technologies.
- Coordinates with the Technology Services Department for the integration of services in newly constructed and/or newly renovated facilities to ensure effective District-wide operations at all sites and in all departments.
- Meets and consults with architects, contractors, inspectors and engineers to develop plans and specifications for renovation and new construction of facilities.
- Plans, develops and directs construction, infrastructure and classroom design of data, voice and other emerging, interconnected technologies appropriate for public schools.
- Works with State and local government agencies and authorities regarding plans and purchases to expedite technologies into the District, the schools and the community.
- Makes recommendations for the maintenance of information and communications technology equipment and software for newly constructed and/or renovated facilities to the District's Information Technology Manager.
- Meet and consult with various vendors, architects, engineers and consultants to develop project costs and budgets and installation and construction schedules
- Ensures that initial schedules and their subsequent modifications are provided to appropriate staff for timely updates to the project planning and management system.

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- Works with site administrators, contractors, installers and vendors to ensure adherence to budgets and schedules.
- Participates in regular meetings with directors, administrators, staff and other participants providing status reports and/or making presentations to various groups as deemed necessary by the Chief Facilities Officer.
- Prepares and monitors contracts for new technology projects with outside vendors, agencies and districts.
- Plans, develops and directs construction, infrastructure and classroom design of computer and emerging technologies; works with State and local government agencies and authorities to expedite technologies into the District's bond construction projects.
- Directs the evaluation, acquisition, installation, maintenance, and repair of information and communications technology equipment and software for bond-related improvements.
- As assigned may supervise, direct, evaluate the work of district employees engaged in planning and implementing major construction and renovation projects to the District's facilities.
- Performs other duties as required.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

Knowledge, Skills and Abilities

KNOWLEDGE is required to to perform advanced math including statistical calculations; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes LAN and WAN network software and hardware configurations and enhancements; data processing systems and procedures and data communications and network protocols; appropriate diagnostic tools and programs documentation; oral and written communication skills; email systems; file server hardware; emerging platforms and technology systems that support business and instructional activities of a school district; pertinent laws, policies, regulations and procedures related to technology systems; documentation standards, including procedures and definitions for metadata; legal responsibilities and restrictions as they apply to access control and privileges for information security; principles and practices of effective training, supervision, leadership and program management. plan, organize, and direct projects to acquire technology systems to support school district business and educational systems and functions project management functions, Principles and practices of organization, management, supervision, and training, principles of budget planning, preparation, and control; principles of project costs controls and related software. Principles of project scheduling; record keeping techniques; district personnel rules, regulations, practices, and policies; interpersonal skill using tact, patience, and courtesy; methods practices and procedures of facilities contracts; architectural and engineering theory and practices as related to the design and construction of technology systems in new and upgraded facilities; District standards and educational specifications; design plans, drawings, and specifications related to public building programs and projects with an emphasis on inclusion of emerging technology; technical aspects of field of specialty.

SKILLS are required to to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform

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the functions of the job include: planning and directing the design and implementation of the technology components of a facility construction an upgrade program

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: plan, organize and supervise; recommend, design, install, voice/data and interconnected systems to meet current and projected future technology needs of the organization; plan and organize work; setting priorities; work independently with little direction and maintain close collaboration with all participants in the facilities planning and construction process; and meet schedules and timelines.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the collection and analysis of student data for multiple sites. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling up to 50 pounds; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations and some hazardous conditions, including time at sites during construction activities.

EDUCATION

Bachelor's degree in computer science, information technology, industrial arts, architecture, engineering, planning, construction management, business management or related field. Additional qualifying experience as described below may be substituted for the education requirement on the basis of one year of experience equivalent to 24 semester/45 quarter credits.

EXPERIENCE

Three years of progressively responsible experience in construction management, architecture, or engineering with an emphasis on building construction that included planning and implementation of technology/information systems including voice/data and wide area networking.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

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LICENSES AND CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None specified.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance and Tuberculosis (TB) Clearance.